



# K A N S A S

JACK RICKERSON, DIRECTOR

DEPARTMENT OF ADMINISTRATION  
DIVISION OF PERSONNEL SERVICES

KATHLEEN SEBELIUS, GOVERNOR  
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## MEMORANDUM

**TO:** Statewide HR Managers  
**FROM:** Jack Rickerson  
**DATE:** September 29, 2004  
**SUBJECT:** Shared Leave Update

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The Shared Leave Committee has been in operation for 8 weeks now and I think they are doing a great job. Their responsiveness has been excellent and their decisions have been sound, and in keeping with the standards we envisioned. We appreciate your efforts on the behalf of your employees and your support of the committee.

Given the Committee's experiences, they ask that I re-emphasize the following:

Approvals are only given for extreme, serious or life-threatening conditions. The seriousness of the condition is determined by the information provided by the health care provider statement. We appreciate the agencies working with employees to insure the request is complete and legible. It is very important that all the information provided on the request form is understandable. If the committee cannot read the information provided, the request may be denied or be sent back to the agency for clarification before a decision can be made.

Completing the Form: Please use the new form found at <http://da.state.ks.us/ps/subject/sharedlv.htm>. Agency personnel should provide information pertaining to eligibility requirements regarding information about Workers' Compensation and Long Term Disability, length of employee service, and appropriate use of leave in the past. Any other information the agency feels may be helpful in the decision-making process is welcome. Please impress on the employee the need to communicate with their health care provider about the need for detailed, clear and legible information.

Agency contact: It is very important that the agency contact name, phone number and email be provided on the request form.

Submission Deadline: The committee meets every Wednesday at 8:30 a.m. In order to prepare the submitted requests to the committee, they must be submitted to Jeanette Bieker no later than 5:00 p.m. the Monday of that week. Submission may be done by mail, (DPS, 900 SW Jackson, RM 920N, Topeka, KS 66612); email, ([jeanette.bieker@da.state.ks.us](mailto:jeanette.bieker@da.state.ks.us)); or Fax (785-296-0756).

Shared Leave Extensions: The agency should approve or deny a request for an extension to an already approved Shared Leave. Submission to the committee is not required. Continuation of Shared Leave must comply with K.A.R. 1-9-23.

Decision: The committee's decision will be emailed to the respective agency no later than the Thursday following the committee meeting. There are 4 possible responses:

\* **Approved:** Upon approval of the request, the agency will be notified and the approval entered into the system. Until the revised regulations are approved, the agency head, or designee, must sign their approval on the form and return it to Jeanette Bieker. This step will be removed once the proposed regulations are approved.

\* **Denied:** Denial will occur when the condition is not considered extreme, serious or life threatening.

\* **Ineligible:** An employee receiving Workers' Compensation or Long Term Disability is ineligible for Shared Leave per K.A.R. 1-9-23 (C).

\* **More Information Needed:** If the committee is unable to read the information or make an informed decision due to lack of information, the request may be denied or returned. If more information is provided, the request may be resubmitted for review.

Appeals: The decision by the committee is not subject to appeal. Agencies may need to explain to their employees that the program is now different in that higher thresholds have been set.

End of Shared Leave: When an employee who has been approved to receive Shared Leave, returns to work or no longer is using the Shared Leave, the agency needs to contact Jeanette Bieker so she may close that Shared Leave account.

Again, thank you for your efforts and support. Should you have questions about the Shared Leave program, please contact Pat Witt at 785-296-4352, or email her at [pat.writt@da.state.ks.us](mailto:pat.writt@da.state.ks.us).

Thanks.